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ABSTRACT

In 1968, a two-year pilot project, called the Minnesota Interlibrary Teletype Experiment (MINITEX) was undertaken to test the feasibility of sharing the University of Minnesota's library resources with patrons of outstate libraries. This report presents the definitive evaluation for the MINITEX project. The four elements in the design of the experiment which are responsible for its success are: (1) The project's objectives were carefully defined and limited and thus were manageable, (2) By using TWX equipment MINITEX provided almost instant receipt of request data in a legible printed record, (3) By having personnel assigned exclusively to MINITEX service, the project staff could give its immediate and full-time attention to each request and (4) By selective use of postal service and United Parcel delivery, a daily pick-up at a designated hour moved materials to each requesting library without overnight delays. The report is divided into six sections: (1) Introduction and History of the Project; (2) Statistics of Services Rendered to June 30, 1970; (3) Over-all and Unit Costs of MINITEX Service; (4) Results of the Spring, 1970 User Survey; (5) Appraisals from Participating Libraries; (6) Evaluation and Conclusions. Appendix I contains statistics and graphic data. Appendix II contains letters from representatives of the MINITEX experiment. (NH)

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# MINITEX

## (MINNESOTA INTERLIBRARY TELETYPE EXPERIMENT)

Report covering the first 18 months of project operation, January 1, 1969 through June 30, 1970 -- with findings based on a detailed analysis of requests handled during the first year of full operation, July 1, 1969 to June 30, 1970.

by

Edward B. Stanford, Director of Libraries, University of Minnesota

based on data provided by

Alice E. Wilcox, Project Director for MINITEX

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September, 1970

MINITEX REPORT

September, 1970

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MINITEX PILOT PROJECT REPORT
covering the period January 1, 1969 to June 30, 1970

## A. INTRODUCTION AND HISTORY OF THE PROJECT

For more than 100 years the University of Minnesota has developed library collections to meet the teaching and research needs of its faculties and students. With almost 3 million volumes the University library's holdings nearly equal those of all other Minnesota colleges combined. Only one other college library in the state has as many as 250,000 volumes. With a few exceptions, the library collections in most Minnesota colleges are limited to the basic books and journals needed primarily for undergraduate programs. Thus the University Library has the only strong research collection in a wide range of disciplines in the entire state.

Throughout the years the University Library has permitted patrons of other libraries, both college and public, to use its resources "in house" by visiting any of the University's 20-odd libraries where materials more specialized than are obtainable in these other various libraries, may be consulted. Considerable use of this privilege has been made by faculty and students of Twin City area colleges; but distance has made such use of the University Library by members of out-state college communities infrequent and difficult. Interlibrary loan services have been used to make specialized library materials available outside of the metropolitan area; but traditional national interlibrary loan policies have generally limited such service to graduate study and faculty research.

In 1968, in an effort to test the feasibility of sharing the University library's resources with patrons of out-state libraries, a two-year pilot project, known as the Minnesota Interlibrary Teletype Experiment (MINITEX) was undertaken, with funds provided jointly by the Louis W. and Maud Hill Family Foundation and the State Department of Education. (See attached article announcing the project.)

A sample group of 11 libraries, representing public and private colleges, junior colleges, and public libraries were initially invited to participate in the experiment. Each library was supplied with a teletype machine and was offered expedited service, including the loan of books and photocopies of journal articles, for the two-year experimental period, with all direct costs of the service borne by the MINITEX grant, at the University.

For the duration of the project the University waived its traditional limitation of interlibrary services to graduate students and faculty members, in order to obtain a more complete assessment of needs that might be met by opening the service to all library patrons, including undergraduates.

In January, 1970 two additional college libraries already financing their own teletype equipment, and two others without their own transmitting machines -- but near at hand to participants with TWX installations -- joined the project.

B. STATISTICS OF SERVICES RENDERED TO JUNE 30, 1970

What were the results of the experiment? During the first six months of 1969 the MINITEX staff at the University handled 7,378 requests. The

HISTORY

# University Library Undertakes MINITEX Interlibrary Service Project

EDWARD B. STANFORD
*Director of Libraries*
*University of Minnesota*

Following three months of consultation and negotiation the University of Minnesota Library announced in December 1968 the establishment of a two-year pilot project under which it would conduct a demonstration of accelerated lending and copying service to selected libraries in the state, outside of the Twin City metropolitan area.

Known as MINITEX (Minnesota Interlibrary Teletype Experiment) this project was designed to obtain information, from actual experience in expediting interlibrary requests through teletype communication, custom handling, and rapid delivery arrangements, as to the kinds of local library needs that can be effectively met by sharing the University's extensive connections with other libraries, both academic and public.

The two-year project, which will be administered by Mrs. Alice Wilcox of the University Library staff, has been made possible by equal grants totalling $103,200 from the Louis and Maud Hill Family Foundation and from state and federal (LSCA Title III) funds provided through the Library Division of the State Department of Education.

## Participating Libraries

The libraries that will participate in the MINITEX experiment were carefully selected to represent private college, state college, junior college, university branch campus, and public library needs for access to the resources of the University Library. They include: Bemidji State College, Duluth Public Library, St. John's University, Mankato State College, Rochester Public Library, University of Minnesota - Duluth, Southwest Minnesota State College, Rochester State Junior College, St. Mary's College, Saint Cloud State College, and the University of Minnesota - Morris.

The purpose of MINITEX, which is a cooperative research and demonstration undertaking, is to obtain cost, volume, and operational data that will provide a basis for developing recommendations for a more long-range state-wide interlibrary service program. By maintaining detailed transaction records, the project will seek answers to the following types of questions:

(a) What kinds of material not presently available in participating libraries can be provided effectively from the University Library, by lending and copying?

(b) What effect will increased off-campus lending of volumes from the University Library have on the Library's service to its own faculty and students?

(c) What volume of requests can be anticipated in a complete state-wide service, assuming rapid location and delivery of materials by a staff exclusively available to handle inter-institutional needs?

(d) What procedural improvements and shortcuts can be introduced to speed the handling time (a major element of delay under the present system) within requesting libraries and within the University Library?

(e) What communication equipment and delivery arrangements can be effectively utilized to reduce the "turn-around time" between initiating requests and receiving needed materials?

(f) What staff, equipment, and delivery costs would be required to finance an eventual statewide enriched service from the University Library to all Minnesota academic and public libraries?

(g) What proportion of interlibrary requests can be met by photocopying, and what proportion requires the loan of original publications?

(h) What guidance could a careful examination of pilot project experience provide in identifying fields of local college library collections that need strengthening?

(i) What implications would such a pilot project reveal for further areas of interlibrary cooperation among Minnesota institutions?

## The Network

The service will utilize TWX equipment to speed the filing of citation and verification information to the project center, and will experiment with varying delivery arrangements (e.g., United Parcel) to determine which method will get desired materials to out-state patrons with the least transportation delay.

Each library in the MINITEX network will have its own teletype installation on which requests for books or periodical articles can be instantaneously transmitted to the University Library. Immediately as such requests are received, project personnel will locate the desired publications and mail them directly to the requesting library —usually the same day or within 24 hours. Books will be sent on loan, while magazine articles will be furnished in Xerox copy so the original journals may remain on campus for use by University library patrons.

Thanks to the outside funding that has been obtained for this project, the accelerated service provided by MINITEX will be without any charge to patrons. It will not affect the regular Interlibrary Loan service which the University Library has long provided to libraries throughout Minnesota and the U. S. Its unique features, which necessitate special funding, include TWX transmission, the hiring of personnel to handle MINITEX requests exclusively (locating and furnishing publications from any of the 20 libraries on the Minneapolis and St. Paul Campuses, copying and mailing material on a "same-day" schedule), free teletype and copying services, and special record keeping for analyses and evaluation.

It is expected that in addition to the improved service that will benefit the participating libraries, the project will have long-range benefits to all libraries in Minnesota by providing realistic evidence we do not now have as to what types of local library needs can be met by such expedited service from the University, and what magnitude (and sharing) of cost would be involved if a more permanent network arrangement could be undertaken on a state-wide basis, in which any academic or public library could participate.

following year (July 1969 through June 1970) requests totaled 25,424 -- or a grand 18-month total of 32,802 transactions. A depth analysis of these 25,424 requests handled during the fiscal year 1969-70 shows that 62.4% of all college requests were for faculty members and graduate students, and 18.6% for undergraduates. Almost two-thirds (63.6%) of all requests were to obtain materials for research or teaching; 27.9% were for graduate or undergraduate studies.

Use of the service by the two participating public libraries (Duluth and Rochester) differed significantly both in kind and in volume from use by college libraries. During the six-month period January through June, 1970, requests from these public libraries averaged 58 per month, in contrast to an average of 292 requests per month sent in by college library participants. Seventy-five per cent of the public library requests were for loans of books, and 25 per cent were for photocopies of periodical articles. The use pattern by college libraries was the reverse: 70 to 80 per cent of their requests were for copies of articles, and 20 to 30 per cent involved the borrowing of original materials. Because the kinds of books requested by public libraries were frequently not within the scope of the University Library's collections, only 73 per cent of public library requests could be filled immediately, whereas the "success" in filling requests from the college library group averaged 84 per cent.

For all libraries in the project the failure to supply desired items immediately averaged just under 20 per cent of all requests. Over half of these "failures" involved items not owned by the University Library.

12.5 per cent of these were in use (on Reserve for University courses or on loan to faculty or student patrons) at the time they were requested. 14.2 per cent were not immediately found on the shelves (half of these were located by a second search and sent to the requesting library a few days later). Among the remaining "failures" a few were at the Bindery, some were the result of incomplete bibliographic identification, and others involved materials that do not circulate even to University library patrons.

The "turn-around time" achieved by MINITEX during the year ending June 30, 1970 was as follows:

23 per cent of all requests were either received by the requesting library or were reported as unavailable the following work day.

An additional 52.4 per cent were delivered to the requesting library the second working day.

This means that 75.4 per cent of all transactions reached the patron's local library, if available from the University library's collections, within 48 hours of the original request transmission.

## C. OVER-ALL AND UNIT COSTS OF MINITEX SERVICE

The total cost of the service (including all teletype charges, staff work in verifying, locating, fetching, copying, shipping, free photocopying, and postal or United Parcel delivery to the local library) was, for the 1969-70 fiscal year, $52,886. For the 25,424 requests handled during this period the unit cost, therefore, was $2.08 per request.

During the first six months of the project, before full volume and maximum efficiency in procedures became effective, the unit cost per request was between $2.65 and $2.75. (These costs do not include "participating library" staff costs for verification of needed items, searching local holdings, and transmission of requests.)

These cost figures become increasingly significant when compared with the $15.80 unit cost (excluding teletype costs and labor costs, at the State Library) reported by NYSILL, the New York State interlibrary loan network. NYSILL's average turn-around time is reported to be from 19 to 22 days over-all.

## D. RESULTS OF THE SPRING, 1970 USER SURVEY

In order to obtain "consumer feedback" on MINITEX, patrons of participating libraries, who had used the service regularly, were asked to answer a questionnaire designed to test its effectiveness from their point of view.

Among 85 library patrons who filled out these questionnaires, 43 came from college faculty members, 35 from graduate and undergraduate students, and 7 from "other" library patrons. Although several respondents had used the MINITEX service more than one hundred times, the median number of requests per user in this group was 30 for faculty members, 25 for graduate students, and 15 for undergraduate and "other" patrons. By far the majority of requests were for materials needed to further various research studies, with items needed for teaching mentioned as the second most frequent purpose.

The value of the service was indicated by 80 out of 85 respondents who said they could not have completed their project without the aid provided by MINITEX. The majority of respondents checked "3 days" as the time within which most of the materials they requested were received. (This allows one added day beyond the reported 2-day library receipt time, for patrons to be notified locally and come in to pick up delivered items.) 78 of the 85 patrons said they received the material they requested. All said it arrived in time to be of use to them. 77 said they were notified, and were told, if the material could not be obtained from the University, the reason it could not be supplied. 43 respondents said their experience with MINITEX helped them to identify and to recommend books, journals, or bibliographic tools their own library ought to add to its collections. 64 patrons described MINITEX as a service that they feel is "critically essential". The remaining 21 labelled MINITEX "desirable" if a way could be found to fund it on a permanent basis when the present grants for the initial research experiment expire.

In addition to answering the user questionnaire, a number of individual respondents added notes expressing more personally their evaluation of the service. Among these comments were the following:

From a biology professor ----

> MINITEX has been a definite boon to what the small college can do. Specifically, (a) I have been saved the time to drive to the U and use the facilities; (b) the nature of my advanced Biology class requires extensive library work and for once we were able to do things we could not do before. For example we now have an excellent choice of journals to work from which is something

a small, private school - or group of small schools - cannot afford. I would hate to see an excellent arrangement such as this be dropped because of funds. I'm sure, because of the large selection of journals that the U purchases, that many schools would be willing to participate financially. It would be much cheaper than to buy the journals. I heartedly recommend that the means to continue this service be sought after. It is excellent.

From a college instructor working on his Ph.D. ----

MINITEX was especially timely for me in my doctoral research. I would not anticipate as heavy a use in subsequent years. However, the service would be valuable on an ongoing basis and could be feasible, financially, under conditions of selective use. I greatly appreciated the service, for it provided me with reference items not available at ------ College and saved me untold hours of searching on my own. Having the resources of a graduate library at hand is a great boon to our master's program as well.

From a State College graduate student ----

If MINITEX is discontinued this valuable service will be especially missed here at ------ because we don't have an adequate collection of government documents nor do we have depth required for graduate studies in History or Political Science.

From another graduate student ----

I found this service to be extremely useful for my Graduate research work. I certainly would have been greatly restricted if it were not for MINITEX; in a few cases my paper bibliography consisted of approximately 80% of works from the University. I think this service is absolutely essential for Graduate work and I hope it would be continued at least for Graduate students.

From a school teacher writing a Doctoral dissertation ----

For me this program has been a life saver. The local libraries, book stores etc. simply did not have the resources I needed, and my dissertation has not required esoteric material. Having access to the University of Minnesota has saved the necessity of numerous trips, calls, etc.

> While there are probably not many working on advanced degrees away from a University, I would think that the availability of this service would help upgrade teaching and other research locally.

From an undergraduate History major ----

> In doing research for papers MINITEX seems imperative, given the number of works available at the ------ Library. Without this system students would have to visit other libraries, most likely quite a distance from ------, in order to obtain the resources they need to produce work which is scholarly and worthy to be submitted to instructors.

Undergraduate comment from a recently established four-year college ----

> Thank you for the service this past year. Through MINITEX I've been able to get at some interesting opinion that would have been impossible here at ------. I believe the costs will be less with MINITEX than without it and I'll support the program even if we need to partially pay for the service.

From a private college undergraduate student in Biochemistry ----

> The copies of periodical articles I have received through MINITEX have been invaluable in my research. The articles were delivered promptly and I encountered no errors in requesting and receiving an article. If this type and quality of service can be maintained, I can make no suggestions for improvement.

From a professional man not affiliated with a college ----

> Since my employer has no budget for "research" I have undertaken my studies on my own. Because I cannot bind a non-research organization to pay for such services does not mean that I do not believe them worth support by universities, community colleges, medical and other professional associations. Having seen such services state-wide in eastern states such as Rhode Island and New Hampshire where the distances are not so great, I believe that in such a large state as Minnesota with many remote communities it can perform even greater service, especially combined with photocopying service and improved indexes in every community; this will enable all libraries and people to share in the concentrated pools of books without requiring either the people or the books to be moved.

From a Professor of Sociology ----

> MINITEX was enormously helpful to me this year. For example, I gave a paper January 7, at the Mayo Clinic, on abortion, which I never could have done without this help. In fact, I never realized how much more quickly one can research a topic until I had the advantage of using MINITEX.
>
> Fortunately, our library handled my requests as quickly as possible, and I was amazed at how fast requests were processed, here and at the University. Anyone doing serious teaching, at least some writing, and engaging in research will find MINITEX service extremely helpful. I dread the very thought that this service might not be available to us in the future.
>
> I am willing to write to anyone, or speak to anyone, or give testimony to anyone, if this would help the legislature or any foundation to be convinced to finance this project.
>
> Let me know what I can do.

Letter from a MINITEX user to the Hill Family Foundation ----

> This is just a note to tell you what incredibly quick service I received via the "MINITEX" system. I recently came across an article by M. Nickson, "Provisional List of Austrian Libraries containing Medieval Manuscripts," in the Bulletin of the Institute of Historical Research, University of London, vol. 31 (1958) 195-202.
>
> Within two days, I received a printout of seven pages. I think that the idea of multiple-institution use of library facilities is a big step forward insofar as our common needs are here in Minnesota.
>
> Congratulations on the part which the Hill Family Foundation has played in this effort.

## E. APPRAISALS FROM PARTICIPATING LIBRARIES

In order to obtain feed-back from Librarians, each of the 15 participating libraries also replied to a questionnaire designed to appraise the project from the library point of view.

Individual college libraries reported that from less than 25 per cent to as high as 50 to 75 per cent of their faculty patrons have used MINITEX service since it has been in operation. Ten libraries reported that under 25 per cent of their non-faculty members used it, while five reported use by from 25 to 50 per cent of their non-faculty clientele.

In response to the question "In what ways (if any) has MINITEX failed to provide satisfactory service", almost all libraries reported "NONE".

All libraries said MINITEX transactions required less than the full time of one staff member locally; 8 out of 15 checked "less than half-time". Their estimated median staff cost for MINITEX work was $200 per month (with a low of $100 and a high of $575).

Twelve of the 15 libraries said MINITEX revealed, as requests for a given title recurred, items they should acquire locally to meet the needs of their patrons. All but one library said that MINITEX service identified for them titles they need not duplicate locally as long as they could use those in the University's collections (e.g., current periodical titles and back files of scholarly journals).

Eleven of the 15 libraries rated MINITEX as "Essential", and the remaining four described it as highly "desirable" if it could be funded as a permanent service.

More than half of the group cited "copies of periodical articles" as the most valuable aspect of MINITEX for them. "Access to stronger book collections" was the second most valuable feature of the project, as appraised by the librarian.

## F. EVALUATION AND CONCLUSIONS

There is no question, from the evidence that has emerged from 18 months of its operation, that MINITEX has been eminently successful, both as an experiment and as a demonstration of the quality of service that can be provided, through an interlibrary network, from the University of Minnesota Library to patrons of libraries out in the state.

The speed of the service (in terms of "turn-around" time), its "batting average" in supplying needed books and journal articles from the University's collections, and its unit costs have proved conclusively the feasibility of such service as a means of providing for out-state scholars library materials beyond the scope of their local collections.

The few times materials on loan to MINITEX libraries were asked for by University library students -- and the promptness with which participating libraries returned such titles when they were recalled -- suggests that sharing of University library resources with other libraries can probably be continued and expanded without detriment or serious inconvenience to the University Library's service to its own patrons.

The MINITEX project clearly has assisted independent study, research, and teaching in out-state institutions. That it has been appreciated is evidenced by the testimonials patrons who answered user questionnaires have volunteered. The demonstration has shown that not only faculty members and graduate students, but also undergraduates can make effective use of such a service.

Only two or three limiting factors were observed during this experiment.

There were a few instances where searches involving a large number of difficult, foreign language citations, presented problems in locating and identifying desired items. Where intensive bibliographic searches for materials lacking full citation information are required, it may be preferable for the scholar to visit the University Library in person, to track down such elusive publications, using the total array of guides and indexes that may turn up the desired item.

It was also evident that the full use of a service such as MINITEX depends on having the teletype close at hand and continuously available in the library where needs for material originate. Winona State, for example, which was invited to share the teletype facility experimentally with St. Marys, across town, made <u>far less</u> use of the service than any of the other colleges that had TWX transmitting equipment in their own libraries.

Finally, a long distance service for Minnesota, such as MINITEX, can achieve its full potential only when participating libraries have more complete information on the resources available at the University library. Such bibliographic aids as a copy of the University library's card catalog, and a list of its serial holdings, would greatly facilitate such an interlibrary service. With these tools at hand locally, requesting librarians could then identify specific items <u>known</u> to be in the University library's collections, and could then make their requests in terms of specific titles listed in these tools.

The main catalog of the University Library has recently been microfilmed; and it is hoped that, in due course, this tool can be reproduced for acquisition by other libraries in the state. Also, it is hoped that the journal holdings of the University Libraries may eventually be listed in a computer print-out form, so copies of this guide can also be obtained by other libraries.

What has the MINITEX demonstration accomplished that will be helpful in future planning for library service in Minnesota?

The project did not undertake to "reinvent the wheel". It did not bite off more than it could hopefully produce in service. It resisted the temptation to experiment with telefacsimile, which still requires an improved technology and a lower unit cost before it can be economically feasible for regular interlibrary use. And it made no use of computer-based data -- although automation, like telefacsimile, holds high promise for improved interlibrary service applications in the years immediately ahead. Further experimentation in applying the potentialities of data-processing capabilities should be undertaken, in manageable steps, in the future.

MINITEX was successful because it focused on a service that could be provided with present, workable arrangements, and that are within realistic support levels for library service in Minnesota.

Four elements in the design of the experiment -- <u>which will be essential ingredients in any service that may succeed MINITEX</u> -- are responsible for its success. These are:

(1) The project did not try to "be all things to all people". Its objectives were carefully defined and limited -- and thus were manageable. It did not try to embrace all types of service to all libraries at once.

(2) By using TWX equipment MINITEX provided almost instant receipt of request data in a legible printed record (as opposed to providing citations orally by telephone or depending on mail schedules to get requests to the University Library).

(3) By having personnel assigned exclusively to MINITEX service, the project staff could give its immediate and full-time attention to each request, from its receipt all the way through to getting it on its way -- thus avoiding the waiting and multiple handling that would have resulted, had the staff had other library duties or been dependent on other departments, such as copying, shipping, or messenger service, to complete each transaction.

(4) By selective use of postal service and United Parcel delivery, where each was most effective, a daily pick-up at a designated hour moved materials to each requesting library without overnight delays.

This report on MINITEX comprises the definitive evaluation for the project, as the experiment approaches the end of its two-year authorized period of operation.

This report does not include specific recommendations for action. Such recommendations are, however, being developed, and will be presented to the University Administration and to the Minnesota Higher Education Coordinating Commission, to provide a basis for the formulation of proposals for a successor service to be funded in part by the state legislature, with a share of the cost to be borne by participating libraries.

Following the text of this report are two Appendices. The first one contains the statistical and graphic data upon which the report is based. Appendix II contains letters received from officers representing the various institutions and libraries that have been served by the MINITEX experiment.

Respectfully submitted,

Edward B. Stanford
Director of University Libraries
University of Minnesota

# MINITEX REPORT

## APPENDIX I

## STATISTICS AND GRAPHIC DATA ON THE MINITEX PROJECT

# MINITEX

## REQUESTS SUBMITTED

January 1, 1969 to June 30, 1970
(the first 18 months of operation)

| | |
|---|---|
| MANKATO STATE COLLEGE | 6305 |
| ST. MARY'S COLLEGE | 4417 |
| UNIVERSITY OF MINNESOTA, MORRIS | 4122 |
| BEMIDJI STATE COLLEGE | 3097 |
| SOUTHWEST MINN. STATE COLLEGE, MARSHALL | 3041 |
| ST. CLOUD STATE COLLEGE | 2670 |
| UNIVERSITY OF MINNESOTA, DULUTH | 2478 |
| ROCHESTER STATE JUNIOR COLLEGE | 1968 |
| ST. JOHN'S UNIVERSITY | 1617 |
| ROCHESTER PUBLIC LIBRARY | 1062 |
| DULUTH PUBLIC LIBRARY | 854 |
| CARLETON COLLEGE | 625 * |
| ST. OLAF COLLEGE | 356 * |
| ST. TERESA, COLLEGE OF | 100 * |
| WINONA STATE COLLEGE | 90 * |
| | 32,802 |

*These four institutions were added as participants January 1, 1970, so their use figures only represent six months instead of 18 months.

Carleton and St. Olaf had their own teletype already available when they joined MINITEX.

St. Teresa and Winona State shared the teletype at St. Mary's, as an experiment to determine whether sharing of TWX equipment at another library is feasible.

# MINITEX REQUESTS JULY 1, 1969—JUNE 30, 1970

| MONTH | JULY | AUGUST | SEPT | OCT | NOV | DEC | JAN | FEB | MARCH | APRIL | MAY | JUNE | TOTAL |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| BEMSC | 112 | 16 | 73 | 250 | 211 | 189 | 154 | 335 | 288 | 392 | 220 | 183 | 2423 |
| CARNF | | | | | | | 11 | 141 | 99 | 150 | 141 | 83 | 625 |
| DULPL | 62 | 82 | 87 | 59 | 60 | 37 | 42 | 63 | 47 | 68 | 39 | 67 | 713 |
| MANSC | 238 | 205 | 76 | 643 | 540 | 346 | 425 | 726 | 466 | 683 | 515 | 465 | 5328 |
| ROCJC | 6 | 6 | 74 | 72 | 51 | 50 | 351 | 211 | 49 | 134 | 84 | 62 | 1150 |
| ROCPL | 52 | 78 | 57 | 88 | 68 | 42 | 109 | 61 | 31 | 46 | 39 | 92 | 763 |
| STCSC | 146 | 162 | 60 | 154 | 224 | 85 | 200 | 343 | 139 | 351 | 149 | 170 | 2183 |
| STJON | 111 | 33 | 94 | 81 | 112 | 116 | 82 | 47 | 152 | 132 | 119 | 113 | 1192 |
| STMAR | 99 | 19 | 180 | 288 | 388 | 184 | 284 | 573 | 814 | 401 | 137 | 219 | 3586 |
| STONF | | | | | | | 9 | 30 | 58 | 148 | 55 | 56 | 356 |
| STTER | | | | | | | 2 | 3 | 33 | 17 | 2 | 43 | 100 |
| SMSCM | 12 | 14 | 33 | 181 | 214 | 162 | 211 | 360 | 219 | 468 | 307 | 75 | 2256 |
| UMDUL | 119 | 77 | 70 | 152 | 163 | 81 | 225 | 169 | 199 | 322 | 164 | 137 | 1878 |
| UMMOR | 39 | 58 | 86 | 130 | 387 | 171 | 330 | 428 | 249 | 438 | 282 | 183 | 2781 |
| WINSC | | | | | | | 4 | 7 | 10 | 31 | 11 | 27 | 90 |
| TOTAL | 996 | 750 | 890 | 2098 | 2418 | 1463 | 2439 | 3497 | 2853 | 3781 | 2264 | 1975 | 25424 |

# MINITEX REQUESTS JULY 1, 1969 – JUNE 30, 1970

| LIBRARY | TYPE | | | | STATUS | | | | | PURPOSE | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | TOTAL REQUESTS | PHOTOCOPY | LOAN | MICROFILM | FACULTY | GRAD. STUD. | COL. STUD. | H.S. STUD. | OTHER | COL. COURSE | H.S. COURSE | TEACHING | GRAD-STUDY | RESEARCH | WRITING | RECREATION | GEN. INF. | REPLACE. | EXT. COURSE |
| BEMSC | 2423 | 1761<br>72.5% | 662<br>27.5% | | 1422<br>58.7% | 599<br>24.7% | 395<br>16.3% | | 4 | 225<br>9.3% | | 133<br>5.5% | 249<br>10.3% | 1600<br>66.0% | 33 | 8 | 46 | 129 | |
| CARNF | 625 | 456<br>73.0% | 169<br>27.0% | | 133<br>21.3% | 13<br>2.1% | 471<br>75.4% | 6 | 2 | 350<br>56.0% | 6 | 28<br>4.5% | | 233<br>37.2% | 5 | 1 | 1 | 1 | |
| DULPL | 713 | 134<br>18.8% | 579<br>81.2% | | 81<br>11.3% | 4<br>.6% | 18<br>2.5% | 8 | 602<br>84.4% | 18<br>2.5% | | 19<br>2.7% | 2 | 167<br>23.4% | 40 | 9 | 458 | | |
| MANSC | 5328 | 4445<br>83.5% | 873<br>16.5% | 10 | 1945<br>36.6% | 2304<br>43.2% | 1062<br>19.9% | 6 | 11 | 878<br>16.5% | | 465<br>8.7% | 1356<br>25.4% | 2172<br>40.8% | 83 | 5 | 103 | 266 | |
| ROCJC | 1150 | 877<br>76.2% | 273<br>23.8% | | 426<br>37.0% | | 723<br>62.8% | | 1 | 32<br>2.8% | | 92<br>8.0% | 18<br>1.6% | 957<br>83.2% | 6 | 2 | 22 | 3 | 18 |
| ROCPL | 763 | 238<br>31.2% | 525<br>68.8% | | 58<br>7.6% | 164<br>21.5% | 116<br>15.2% | 60 | 365<br>47.8% | 47<br>6.2% | 17 | 21<br>2.8% | 68<br>8.9% | 326<br>42.8% | 24 | 27 | 197 | 24 | 12 |
| SMSCM | 2256 | 1704<br>75.6% | 544<br>24.4% | 8 | 1373<br>58.3% | 19<br>.8% | 856<br>38.0% | | 8 | 265<br>11.8% | | 254<br>11.3% | 58<br>2.6% | 1406<br>62.4% | 187 | 17 | 63 | 3 | 3 |
| STCSC | 2183 | 1831<br>83.9% | 334<br>16.1% | 18 | 1183<br>54.1% | 630<br>28.8% | 367<br>16.8% | | 3 | 292<br>13.4% | | 257<br>11.8% | 408<br>18.7% | 1027<br>47.0% | 49 | | 30 | 117 | 3 |
| STJON | 1192 | 815<br>68.4% | 377<br>31.6% | | 783<br>65.7% | 44<br>3.7% | 350<br>29.4% | 2 | 13 | 362<br>30.2% | 1 | 478<br>40.1% | 63<br>5.3% | 284<br>23.8% | | 3 | 1 | | |
| STMAR | 3586 | 3154<br>88.0% | 431<br>12.0% | 1 | 1167<br>32.5% | 246<br>6.9% | 2173<br>60.6% | | | 595<br>16.6% | | 277<br>7.7% | 62<br>1.7% | 2581<br>72.0% | 45 | 2 | 12 | | 12 |
| STONF | 356 | 303<br>85.2% | 53<br>14.8% | | 133<br>37.4% | | 223<br>62.7% | | | 222<br>62.5% | | | 1 | 131<br>36.8% | 2 | | | | |
| STTER | 100 | 77<br>77.0% | 23<br>23.0% | | 48<br>48.0% | 34<br>34.0% | 18<br>18.0% | | | 50<br>50.0% | | 4<br>4.0% | 28<br>28.0% | 14<br>14.0% | 2 | 1 | 1 | | |
| UMDUL | 1878 | 1236<br>65.9% | 640<br>34.1% | 2 | 966<br>51.5% | 341<br>18.2% | 535<br>28.5% | | 36 | 249<br>13.3% | | 69<br>3.7% | 229<br>12.2% | 1218<br>65.0% | 38 | 3 | 27 | 25 | 20 |
| UMMOR | 2781 | 1589<br>57.1% | 1189<br>42.9% | 3 | 1367<br>49.1% | 73<br>2.6% | 1323<br>47.6% | 4 | 14 | 892<br>32.1% | | 226<br>8.1% | 56<br>2.1% | 1374<br>49.4% | 54 | 53 | 115 | 5 | 6 |
| WINSC | 90 | 62<br>69.0% | 28<br>31.0% | | 65<br>72.2% | 25<br>27.8% | | | | 1<br>1.1% | | 2<br>2.2% | 13<br>14.5% | 61<br>67.9% | 11 | 2 | | | |
| TOTAL | 25424 | 18682<br>73.4% | 6700<br>26.4% | 42<br>.2% | 11150<br>43.8% | 4496<br>17.8% | 8630<br>33.9% | 86<br>.3% | 1059<br>4.2% | 4478<br>17.6% | 24<br>.1% | 2325<br>9.1% | 2611<br>10.3% | 13551<br>53.3% | 579<br>2.3% | 133<br>.5% | 1076<br>4.2% | 573<br>2.3% | 74<br>.3% |

MINITEX

## REPORTS ON REQUESTS NOT IMMEDIATELY FILLED

JULY 1, 1969 – JUNE 30, 1970

| LIBRARY | NOT OWNED | NON–CIRC. | VOLUME MISSING | IN USE–RECALLED | BINDERY | CHECK CITATION | TOTAL | SENT LATER | % REQUESTS FILLED |
|---|---|---|---|---|---|---|---|---|---|
| BEMSC | 482 | 21 | 60 | 56 | 16 | 50 | 685 | 94 | 75.4 |
| CARNF | 138 | 11 | 16 | 11 | 6 | 13 | 195 | 17 | 71.5 |
| DULPL | 134 | 19 | 39 | 33 | 4 | 2 | 231 | 48 | 73.3 |
| MANSC | 556 | 39 | 196 | 97 | 110 | 108 | 1106 | 209 | 83.9 |
| ROCJC | 138 | 25 | 44 | 33 | 9 | 14 | 263 | 39 | 81.6 |
| ROCPL | 137 | 20 | 35 | 48 | 1 | 6 | 247 | 44 | 73.4 |
| SMSCM | 287 | 32 | 67 | 60 | 34 | 34 | 514 | 90 | 81.2 |
| STCSC | 247 | 24 | 62 | 54 | 21 | 30 | 438 | 95 | 84.3 |
| STJON | 111 | 35 | 30 | 44 | 14 | 14 | 248 | 48 | 83.2 |
| STMAR | 354 | 40 | 96 | 80 | 26 | 36 | 632 | 90 | 84.9 |
| STONF | 29 | 4 | 5 | 10 | 7 | 8 | 63 | 12 | 85.7 |
| STTER | 12 | 1 | 7 | 5 | 1 | | 26 | 9 | 83.0 |
| UMDUL | 206 | 46 | 53 | 63 | 20 | 18 | 406 | 86 | 83.0 |
| UMMOR | 314 | 54 | 97 | 118 | 17 | 36 | 636 | 162 | 83.0 |
| WINSC | 5 | 2 | 1 | 2 | 1 | 1 | 12 | 2 | 88.9 |
| TOTAL | 3150<br>55.2 % | 373<br>6.6 % | 808<br>14.2 % | 714<br>12.5 % | 287<br>5.0 % | 370<br>6.5 % | 5702 | 1045<br>18.4 % | |

MINITEX EXPENSES

July 1, 1969 to June 30, 1970

| | |
|---|---|
| TWX | $13,846.19 |
| POSTAGE AND TRANSPORTATION | 2,790.50 |
| PHOTOCOPYING | 4,926.25 |
| EQUIPMENT AND SUPPLIES | 2,760.66 |
| SALARIES | 28,563.17 |
| | $52,886.77 |

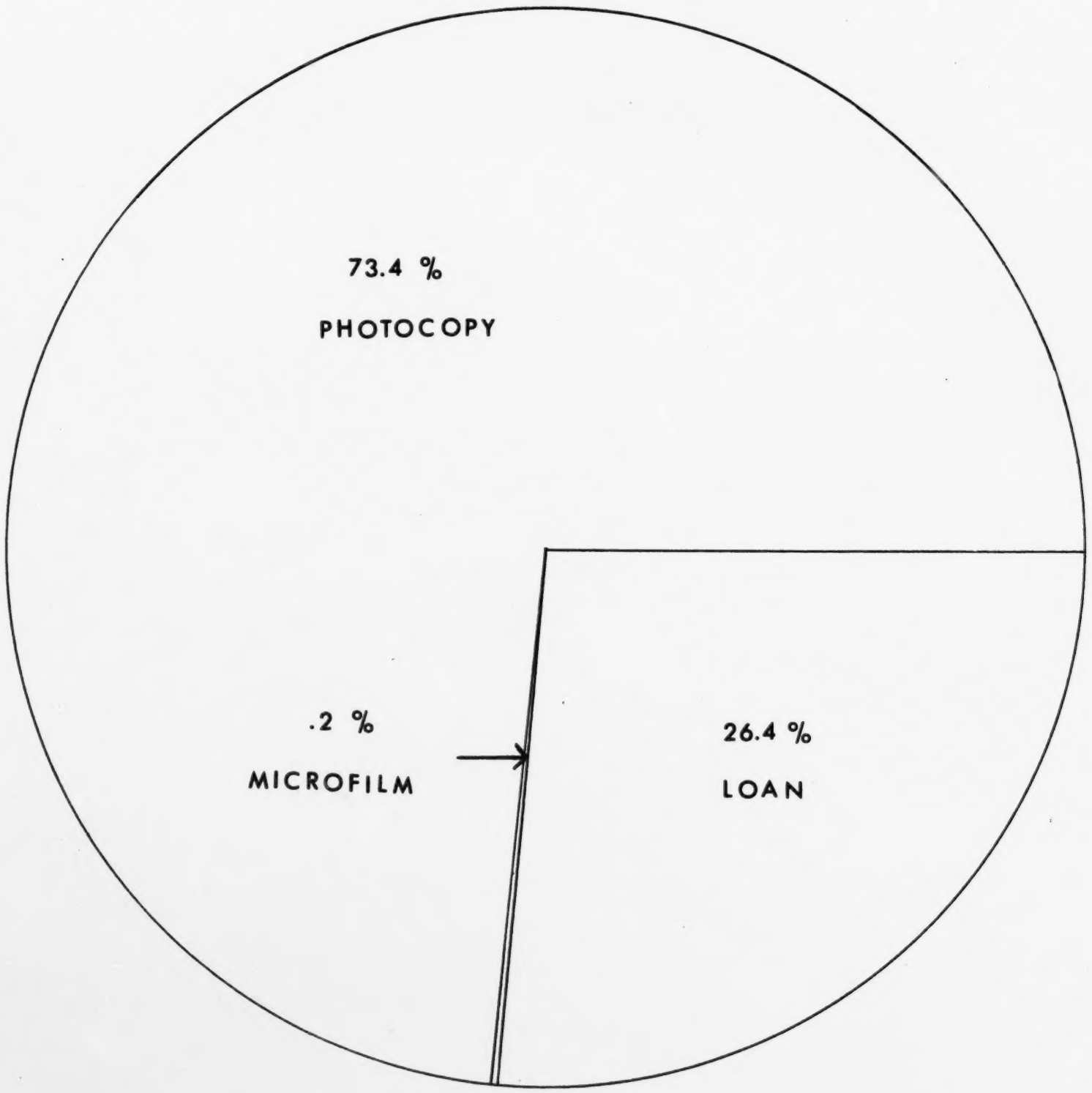
| | |
|---|---|
| PROCESSED REQUESTS | 25,424 |
| UNIT COST | $2.08 |

Benefits Received per Participating Library from MINITEX 7/1/69 - 6/30/70

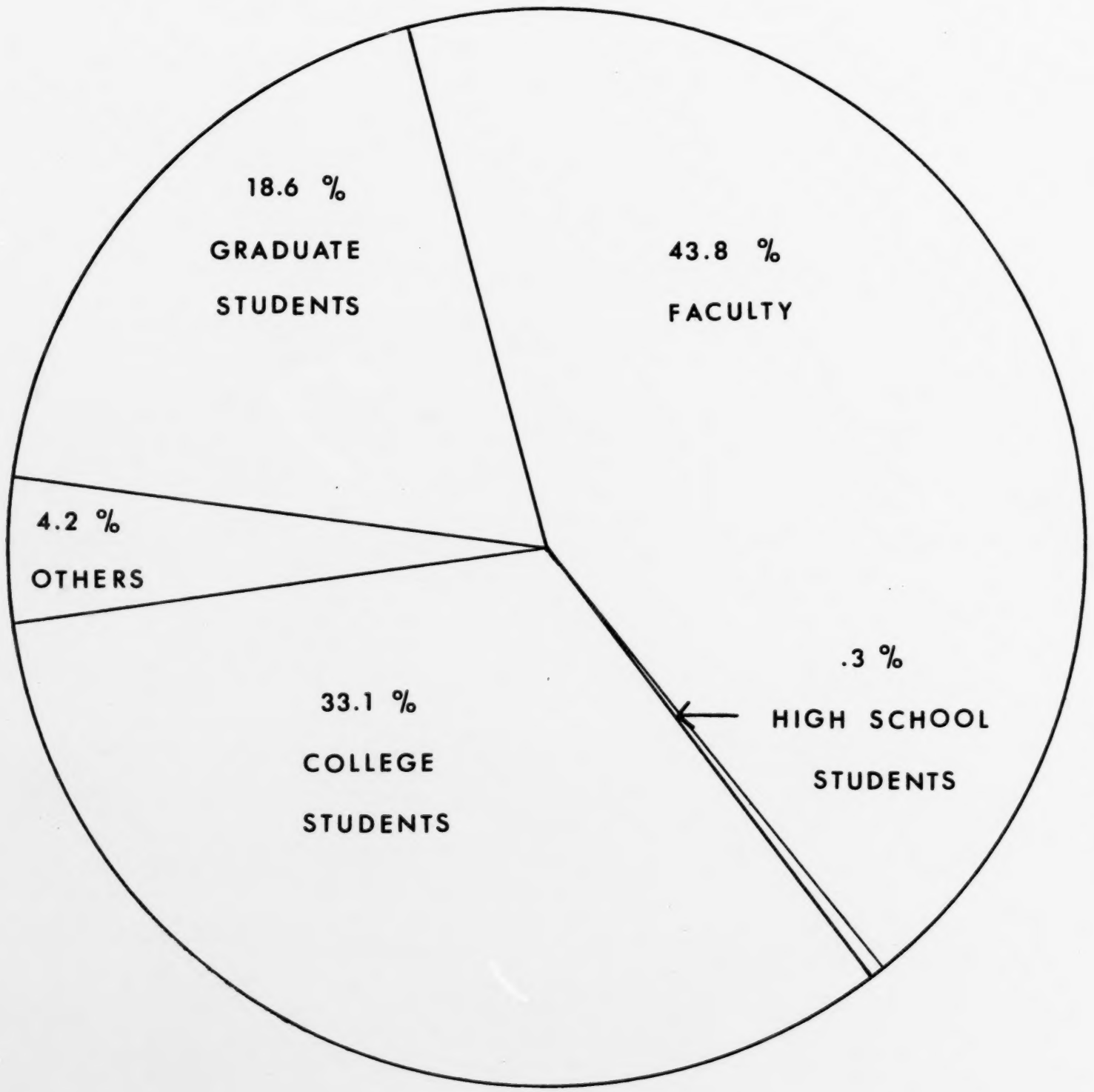
| Library | Requests | % of Total | Cost of Service Received |
|---|---|---|---|
| MANKATO State College | 5,328 | 20.95 | $11,082 |
| ST. MARY'S College | 3,586 | 14.10 | 7,460 |
| U. of Minn., MORRIS | 2,781 | 10.93 | 5,786 |
| BEMIDJI State College | 2,423 | 9.53 | 5,040 |
| S/W Minn. State College, MARSHALL | 2,256 | 8.87 | 4,694 |
| ST. CLOUD State College | 2,183 | 8.58 | 4,540 |
| U. of Minn., DULUTH | 1,878 | 7.38 | 3,906 |
| ST. JOHN'S University | 1,192 | 4.68 | 2,480 |
| ROCHESTER Junior College | 1,150 | 4.52 | 2,392 |
| ROCHESTER Public Library | 763 | 3.00 | 1,588 |
| DULUTH Public Library | 713 | 2.80 | 1,484 |
| CARLETON College | 625* | 2.45 | 1,300 |
| ST. OLAF College | 356* | 1.40 | 740 |
| College of ST. TERESA | 100* | .39 | 208 |
| WINONA State College | 90* | .35 | 188 |
| TOTALS | 25,424 | 100.00 | $52,888 |

*These data reflect only 6 months of participation, as the libraries were not added as participants until January 1970.

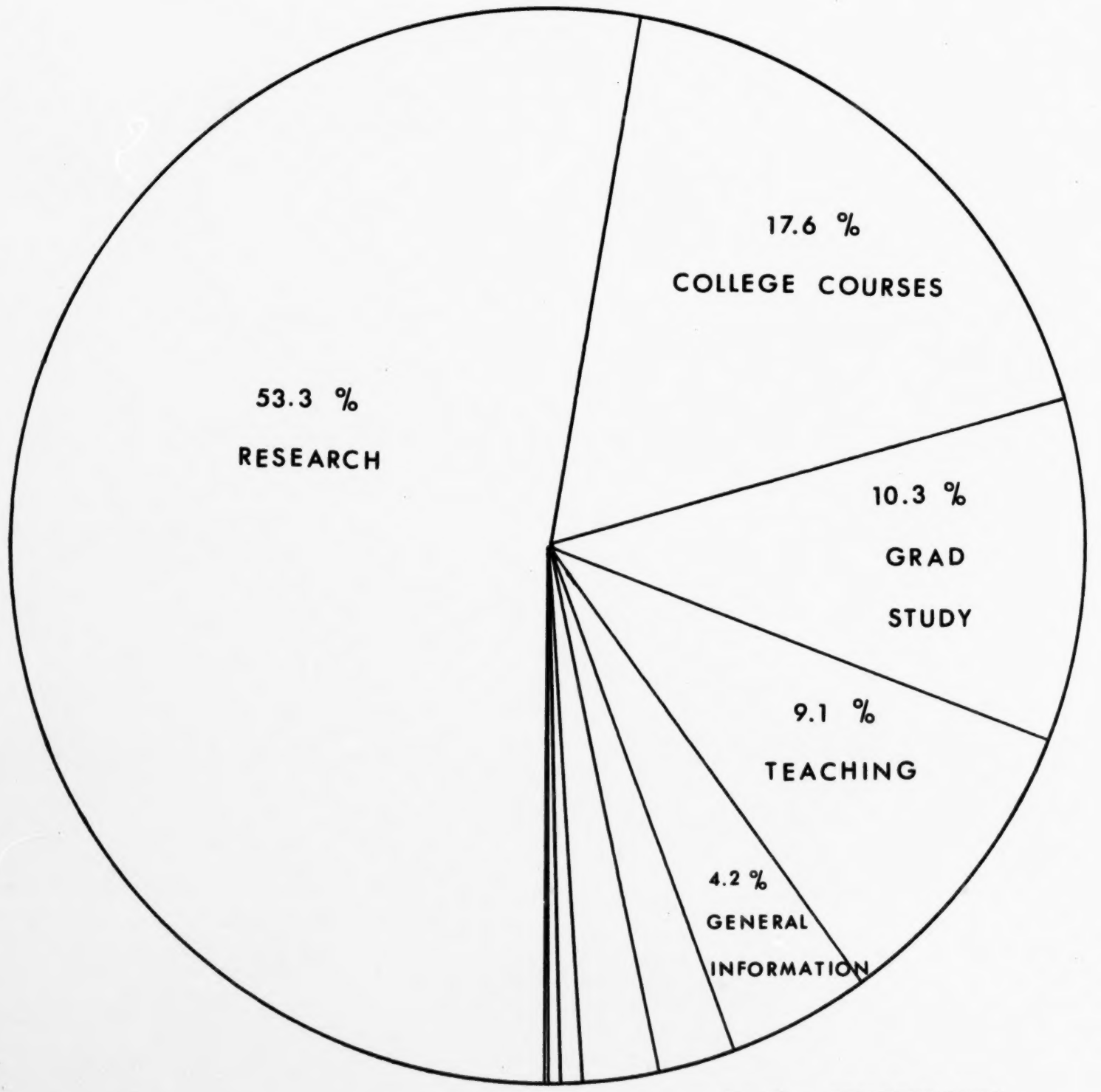
# FORMAT REQUESTED



# PATRON STATUS



# PURPOSE




2.3 % REPLACEMENTS

2.3 % WRITING

.5 % RECREATION

.3 % EXTENSION COURSES

.1 % HIGH SCHOOL COURSES

# APPENDIX II

## LETTERS FROM OFFICIALS REPRESENTING THE VARIOUS INSTITUTIONS AND LIBRARIES THAT HAVE BEEN SERVED BY THE MINITEX EXPERIMENT

WINONA STATE COLLEGE

Winona, Minnesota 55987

Telephone (507) 457-2110

June 2, 1970

Dr. E. B. Stanford
Director of Libraries
University of Minnesota
Minneapolis, Minnesota 55455

Dear Dr. Stanford:

This is to endorse the principle of the MINITEX operation which is terminating this year. Winona State College would like to continue to participate in such a venture and I am sure that Mr. Jacobsen, our librarian, would do his best to promote the continuance of the service by whatever means would be at our disposal.

I feel that this kind of service from the University is most important not only in the actual service it provides the student and faculty, but in the fact it demonstrates to tax payers and others that we are endeavoring to use all of our resources as close to the maximum as possible.

Sincerely yours,

R. A. DuFresne, President

RAD:hmm

saint mary's college
WINONA, MINNESOTA - 55987

OFFICE OF THE PRESIDENT

June 18, 1970

Dr. E. B. Stanford
Director of Libraries
University of Minnesota
Minneapolis, Minnesota 56466

Dear Dr. Stanford:

Saint Mary's College very much appreciates having been a part of the MINITEX experiment. For us, it was far more than an experiment. It was a new opening to resource materials for faculty and students alike. The use to which the service was put -- 4,367 requests to date to the University of Minnesota library -- gives some indication of our satisfaction with the service. With a student-faculty body of roughly 1,100, the request figure approaches four requests per potential user.

If the MINITEX service were to be continued on a basis either wholly or partially funded by the participating institutions, we very likely would continue the service. The "very likely" in that sentence expresses the uncertainties of budgetary approval rather than any degree of question concerning the value of the MINITEX service. Quite simply, it was of very great value in a unique fashion. I could hardly say more.

Sincerely,

Brother George Pahl

Brother George Pahl, F.S.C.
President

BGP:md

cc: Mrs. Jean Brose, Librarian

UNIVERSITY OF *Minnesota*

OFFICE OF THE PROVOST

UNIVERSITY OF MINNESOTA, MORRIS
MORRIS, MINNESOTA 56267

2 June 1970

E. B. Stanford, Director
University of Minnesota Libraries
499 O. Meredith Wilson Library
University of Minnesota
Minneapolis, Minnesota 55455

Dear Ed:

I should like to take this opportunity to express my opinion of the MINITEX program. As you well know, prior to the initiation of MINITEX, we at UMM were most concerned about improved ways to enable us to utilize the resources of the Twin Cities Campus Libraries. A number of approaches were discussed and some arrangements were made. I should like to indicate, however, that the MINITEX operation has been a distinct improvement over any means that we have considered previously. It not only provides us with access to libraries on the Twin Cities Campus, but other libraries in the state as well. In addition, of course, it enables us to share whatever we might have that is not available at the other participating libraries. In other words, the MINITEX operation has been a tremendous success in our judgment. The comments that I have heard from our librarians, faculty, and our non-faculty members have been most complimentary. We have utilized the service heavily and will, I am sure, continue to do so. I would appreciate you passing along our sincere thanks to the Hill Foundation and to the federal agency and program that has been financing the project. From our point of view, it has been money extremely well spent.

There is no question that I would support most strongly a continuance of the present arrangement or something quite similar. Hopefully, such a program can be established on a permanent basis. Quite frankly, I do not consider MINITEX as an additional service that it would be nice to continue for the convenience of all concerned, but rather, I consider it a necessity. I would be most pleased to support whatever efforts can be mounted for continuing a MINITEX-like program.

Sincerely,

John Q. Imholte
Provost

pt

cc: Russ DuBois

BEMIDJI STATE COLLEGE

BEMIDJI, MINNESOTA 56601

PRESIDENT'S OFFICE
218-755-2011

June 23, 1970

Mr. E. B. Stanford
Director of Libraries
University of Minnesota
Minneapolis, Minnesota 55455

Dear Mr. Stanford:

Bemidji State College feels very fortunate in being able to participate with the University of Minnesota in the Minitex program. We feel that it was very beneficial to both our students and faculty, and we would like to see the program continued in the future.

In the event that you do approach the HECC with a recommendation or approach the Legislature for a special appropriation to continue Minitex, rest assured that you would have our support.

We also feel that participating in such a program provides our faculty and students with greater opportunities for library service and that it enables us to have access to a greater number of library books than we can afford to have in our library.

Sincerely yours,

R. D. Decker
President

RDD:mk
cc: Les Mattison, Director of Libraries, BSC

MANKATO STATE COLLEGE

MANKATO, MINNESOTA 56001

VICE PRESIDENT FOR ACADEMIC AFFAIRS
EXECUTIVE VICE PRESIDENT

June 23, 1970

Dr. E. B. Stanford
Director of Libraries
Wilson Library
University of Minnesota
Minneapolis, Minnesota 55455

Dear Dr. Stanford:

The highly positive reactions of our faculty and students to the services provided through the Minitex reflect the value of having improved access to the broad range of periodicals held in the university collection. The acceptance of this program has, as I am sure you know, made Mankato State College the largest user of the service in terms of requests for materials.

We share your interest in exploring how this service might be continued and would be prepared to participate in determining how this might be accomplished under joint university and college funding. Assuming such inter-institutional undertaking would result in a proposal agreeable to all participating institutions, we would be prepared to commit funds for continuation of the service.

Sincerely,

Kent G. Alm
Executive Vice President

KGA/pmw

# College of Saint Teresa

Winona, Minnesota 55987

June 29, 1970

Mr. E. B. Stanford
Director of Libraries
University of Minnesota
Wilson Library
Minneapolis, Minnesota 55455

Dear Mr. Stanford:

I have just returned from an extended off-campus stay. Your letter about MINITEX was on my desk. I am happy to reply to it immediately.

We are very pleased with the services which MINITEX has enabled us to share. I have asked our librarian for her comment on MINITEX and she writes:

> "This is a wonderful service. We were permitted to take part recently on account of the tri-college cooperation program."

The MINITEX program has been of value to our entire faculty and student body, both our own students and those exchange students we have with Winona State College and Saint Mary's College.

I feel personally and as President of the College that our institution benefits and, in fact, needs such service continued. I will support a proposal to establish it as an ongoing inter-library program!

Very sincerely yours,

Sister Joyce

Sister M. Joyce Rowland, O.S.F.

Office of the President
507 452·9302

ROCHESTER STATE JUNIOR COLLEGE
ADMINISTRATION BUILDING
ROCHESTER, MINNESOTA 55901

July 7, 1970

OFFICE OF THE PRESIDENT

Dr. E. B. Stanford
Director of Libraries
Wilson Library
University of Minnesota
Minneapolis, Minnesota 55455

Dear Dr. Stanford:

Those of us at Rochester State Junior College, including students, faculty, and administration, who have been involved with MINITEX have been extremely pleased with the service which we have received. We certainly would like to continue with the services it provides and we will find a way to finance it through our Annual Budget. We trust that the HECC will agree to support a proposal to establish MINITEX as an ongoing interlibrary program.

Sincerely,

Charles E. Hill

Charles E. Hill
President

CEH-dp

ST. OLAF COLLEGE
SIDNEY A. RAND, PRESIDENT
NORTHFIELD, MINNESOTA 55057

June 30, 1970

Mr. E. B. Stanford
Director of Libraries
University Libraries
Wilson Library
Minneapolis, Minnesota 55455

Dear Mr. Stanford:

In reply to your letter of June 16th with regard to the MINITEX experiment, may I say that St. Olaf College is pleased with the results of the experiment to date and are enthusiastic for its possibilities in the future.

From January to June, 1970, St. Olaf College processed 356 requests in connection with MINITEX. The service was excellent and with few exceptions, the material was available on short notice. Both student and faculty have made use of this service and we have found it to be completely satisfactory. It makes available to our people materials which they otherwise would not be able to use. We are grateful to have been included in the project.

Yours sincerely,

Sidney A. Rand
President

SAR:jj

SAINT CLOUD STATE COLLEGE
ROBERT H. WICK, PRESIDENT
SAINT CLOUD, MINNESOTA 56301

June 24, 1970

Dr. E. B. Stanford
Director of Libraries
Wilson Library
University of Minnesota
Minneapolis, Minnesota 55455

Dear Dr. Stanford:

Your letter to participants in the Minnesota Interlibrary Teletype Experiment (MINITEX) has been received.

As our records and your records will show, we feel that we have made good use of MINITEX. However, we also feel that it has not developed to its highest potential in use for servicing our academic community. This is an internal communications situation with us as with others. It is growing and developing.

We are interested that this pattern of interconnect or an improved version continue to be available to us. Hence, we urgently request that this be considered by you and others involved in the decision-making process relative to this service.

It will be our intention to attempt to be a party to continuing to have this service available to the St. Cloud State College academic community.

Sincerely,

Robert H. Wick

Robert H. Wick
President

RHW:jmk

# SOUTHWEST MINNESOTA STATE COLLEGE

MARSHALL, MINNESOTA

July 9, 1970

Dr. E. B. Stanford
Director of Libraries
University of Minnesota
University Libraries
Wilson Library
Minneapolis, Minnesota 55455

Dear Dr. Stanford:

Pursuant to receiving your letter of June 18, we have reviewed the use of MINITEX at Southwest. Following is our evaluation.

We have concluded that MINITEX has been a useful service for our faculty and students. While today the faculty have been greater users of the service, it is our expectation that as we move into our senior year, students on the junior and senior level will increase their use of the service. Furthermore, the service seems to us to become more critical as we develop our programs.

Concerning budget for the MINITEX service, it is viewed as a relatively inexpensive way to have access to the University of Minnesota collection. With us, as with perhaps other colleges in the service, budgeting this fiscal year (1970-71) could be a challenge, but we believe that we could budget in succeeding years if the cost to our individual institution is not excessive.

In general, we would support any project which would continue this service for our College. If further information from us would be helpful in your plans, please do not hesitate to let me know.

Sincerely,

Howard A. Bellows
President

HAB:mh

cc: Dean Shane
Dr. Harrison
Mr. Robson
Mr. Hunter

UNIVERSITY OF *Minnesota*

UNIVERSITY OF MINNESOTA, DULUTH
DULUTH, MINNESOTA 55812

*Office of the Academic Dean*

June 8, 1970

Dr. E. B. Stanford
Director, University Library
499 O. Meredith Wilson Library
University of Minnesota
Minneapolis, Minnesota 55455

Dear Dr. Stanford:

Provost Darland and others in administration and on the faculty of the Duluth Campus join me in urging that MINITEX be re-established as soon as possible after this year's termination. We would hope for State funding and would contribute as much as possible for such service. This has been an extremely helpful library resource in relation to serving our Graduate students and those seniors who work on special projects. It is also important for the attraction and retention of our faculty members who are engaged in research projects in that it speeds up reference service for them.

Anything you can do to promote funding for continuation of this project will be appreciated by all of us.

Sincerely,

T. W. Chamberlin

T. W. Chamberlin
Academic Dean

TWC/aw
cc: Provost R. W. Darland
R. L. Heller
D. A. Vose
R. Johnson

CARLETON COLLEGE

NORTHFIELD, MINNESOTA

THE PRESIDENT

June 24, 1970

Mr. E. B. Stanford
Director of Libraries
University of Minnesota
Minneapolis, Minnesota 55455

Dear Mr. Stanford:

Since Howard Swearer will not take office until July 15, I am responding to your recent letter to him regarding MINITEX.

Our librarian reports that from January - March 1970, the first three months of our membership in MINITEX, we had 135 transactions. He believes this is a considerable usage in view of the depth of our collection and our prior membership in the Associated Colleges of the Midwest and their Periodical Bank. Mr. Bruce reports that both students and faculty were very pleased with the extentions of service the library was able to offer.

As to our support of your proposal, Mr. Bruce has given you his indications of library support; they are his opinions only and do not necessarily reflect those of the College. While his reflection of faculty and student opinion is accurate, I believe it would be improper to commit the institution to financial support until we see the kind of program that is involved with its price tag. While we are interested in having the service continued, because undergraduates gain as they do in no other program, we cannot claim that it is essential in a list of priorities until there is something more definite to measure.

Mr. Bruce feels the opinions already passed along to you from students and faculty accurately reflect campus sentiment. It is hard for me to go beyond that at this time. I am sorry not to give you a more positive answer.

Yours sincerely,

John W. Nason

John W. Nason

JWN:lr
cc: Mr. Robert K. Bruce

# SAINT JOHN'S UNIVERSITY

COLLEGEVILLE, MINNESOTA

PRESIDENT

30 June 1970

Dr. E. B. Stanford, Director
University Libraries
University of Minnesota
Wilson Library
Minneapolis, Minnesota 55455

Dear Dr. Stanford:

Thank you for your letter of 18 June 1970 regarding our experiences with the MINITEX service.

During the year and a half that we have participated in the MINITEX service we have been able to obtain many materials for the faculty and students very quickly from the University. However, I am advised that because the service was free, many more requests were made for photo-copies of articles and periodicals for personal use than would have been requested had there been a charge.

If in the future the costs of teletype service and photocopy charges are to be borne by the individual participating institution, it will be necessary to charge patrons for Xerox copies obtained from the University of Minnesota just as we do for copies made on our own Xerox machine. Therefore, unless the costs for teletype service are prohibitive, Saint John's University would want to support a proposal to have a MINITEX-like service from the University continued.

I hope the above will help you with your recommendations to the HECC.

Thank you again for writing us regarding the MINITEX service.

Sincerely yours,

Colman J. Barry, O.S.B.